

Standard Request for Qualifications

Preliminary Engineering & Environmental Services

for

Project No.S-0252(6)0
SR-252; 1000 West Logan, Cache County

September 25, 2007

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

SUMMARY SHEET

1. Project Number: S-0252(6)0
2. Location: SR-252; 1000 West Logan, Cache County
3. ePM PIN No.: 6457
4. Requested Services: Preliminary Engineering and Environmental Services
5. Source(s) of Funding: State
6. UDOT Project Administrator:

Alan M. Loiacono
RFQ Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Telephone 801-965-4804
aloiacono@utah.gov
7. UDOT Project Management

Brad Humphreys
Project Manager
Utah Department of Transportation
Region 1
166 West Southwell Street
801-620-1684
bhumphreys@utah.gov
8. Advertisement Dates: Saturdays, September 22 and September 29, 2007.
9. Statement of Qualifications (SOQ) Due Date: **11:00 a.m., Monday, October 15, 2007.**
10. Deliver 8 hard-copies and an electronic PDF file on a CD of the SOQ to the Utah Department of Transportation, Office of Consultant Services, 4th Floor NE Corner, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 no later than 11:00 a.m. on **Monday, October 15, 2007.**

SOQ's will not be accepted after the 11:00 a.m. deadline.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

11. Type of Statement Required: In accordance with *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

The SOQ has a maximum page-limit of **ten** pages.

12. UDOT Selection Team Meeting: Thursday, October 25, 2007.

13. Oral Interviews Date: Selection may be from SOQ scores; however, should the Selection Team determine it is necessary, the interviews will be held on Monday, November 5, 2007.

14. Pre-negotiation Meeting Date: TBD

15. Negotiation Meeting Date: TBD

16. Notice to Proceed Date: TBD

17. Project Completion Date: 14 months from Notice to Proceed.

Consultant Selection Schedule

Date	Day	Action
9/22/07	Saturday	Advertisement of RFQ in newspapers
9/25/07	Tuesday	Posting of RFQ on UDOT Consultant Services Project Advertisement website
9/29/07	Saturday	2 nd Advertisement of RFQ in newspapers
10/15/07	Monday	Statements of Qualifications are due at 11:00 a.m.
10/25/07	Thursday	UDOT Selection Team Meeting
11/5/07	Monday	UDOT Consultant Selection Interviews
11/5/07	Monday	Consultant Selection

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

TABLE OF CONTENTS

Title Sheet.....	1
Summary Sheet.....	2
Consultant Selection Schedule.....	3
Table of Contents	4
Advertisement.....	6
Introduction	7
Project Dates	7
Required Key Personnel Qualifications	7
Required Availability of Key Personnel.....	7
Required Percentage of Work for Prime Consultant	7
Required Completion and Acceptance Criteria	7
Applicable Federal and State Regulations	7
Debarment Certification	8
Authorization to Begin Work	8
Required Statement Contents	8
Statement Evaluation Procedures	8
Conditions of Proposal	8
Disposition of Statements	8
Ownership of Documents	8
Financial Screening	9
Preaward Audit	9
Insurance Certificates	9
Subscription to the UDOT Consultant Services Update Service.....	9
Consultant and/or Corporate Logos or Branding.....	9
Appendix A: Guidelines for Preparing Standard Statement of Qualifications	11
• Introduction.....	11
• Statement of Qualifications (SOQ) Sections	11
• SOQ Evaluation Criteria	11
• SOQ Format Requirements.....	13
• UDOT Selection Team	14
• Selection Interviews	15
• “Selecting by Consent” Process	15
• Summary	15

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Appendix B: *Proposed Key Personnel to Be Used on UDOT Project Form*

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=28716

Appendix C: *Scope of Work*

- A. Scope of Work (Objectives & Tasks)17
- B. QC/QA Plan Requirements20
- C. Department Furnished Items.....20

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of a qualified Consultant for Preliminary Design and Environmental Services, Project No. S-0252(6)0; SR-252; 1000 West Logan, in Cache County.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available Tuesday, September 25, 2007 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614. **The deadline for submitting the Statement is 11:00 a.m. on Monday, October 15, 2007.** The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use DBE/WBE's as sub-consultants where practicable.

September 22, 2007

Utah Department of Transportation
John R. Njord
Executive Director

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- Department Furnished Items

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **50%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Department Selection Team in accordance with the criteria described in the *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Utah Department of Transportation, are treated as privileged documents, and are disposed of according to Department policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Financial Screening:

The Department requires Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Preaward Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide the Department with Certificates of Insurance referencing the project naming the Utah Department of Transportation and the State of Utah as additional insureds.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Statement of Qualifications subscribe to the UDOT Consultant Services Update Service on the UDOT Web site udot.utah.gov under "Doing Business > E-Mailing Lists" or udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full.

If there are any changes affecting the Request for Qualifications, notice will be sent out via an email through the update service.

Consultant and/or Corporate Logos or Branding

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks;
- Environmental Documents;
- Standard UDOT Forms;
- Project Websites;
- Cover Pages;
- Headers/Footers; and,
- Information and Display Boards for Public Meetings.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Appendix A

Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Standard Statement of Qualifications (SOQ) by Consultants for engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the Department determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Consultants and submitted to the Department. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

SOQ SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Approach to the Project
5. Appendix B

SOQ EVALUATION CRITERIA

The SOQ evaluation criteria are listed below in red.

1. Introductory Letter - The introductory letter should be addressed to:

Alan Loiacono
RFQ Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Department.

Include the mailing and e-mail addresses and phone number of the primary contact person for this consultant selection process in the introductory letter.

No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.

2. **Project Team** - The Selection Team will consider how well the qualifications and experience of the members of the project team relate to the specific project. The following information should be provided.
- Project team flow charts including sub-consultants (see sample *Project Organization Chart* available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*.)
 - Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
 - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet should include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*. Note: Columns may be combined in order to meet the font size and margin requirements.)
 - Name of Project Manager
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed
 - Client
 - Reference Contact and Telephone Number

A maximum of 30 points is available for this section.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

3. Capability of the Consultant - The Selection Team will evaluate the Consultant's capability to perform the work.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.

A maximum of 30 points is available for this section.

4. Approach to the Project - The Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Explain the following:

- Describe the course of action proposed to meet the goals and objectives of the project. Be realistic, clear, and concise.
- Identify key project milestones.
- Identify potential impacts, impediments, conflicts, or potential mitigation.

A maximum of 40 points is available for this section.

5. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in SOQ but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Department's Selection Team.

1. **8 SOQ Hard Copies** – (Number sequentially from one to eight on the upper right hand corner of the cover.)
2. **Electronic PDF File of SOQ on a CD** – (Labeled with the Consultant Name, Project Number, Project Location, PIN Number, and Submittal Due Date.)
3. **Color is allowed**

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

4. **8½" x 11" or 11" x 17" Page Sizes** – (Refer to No. 12 of SOQ Format Requirements for further details.)
5. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)
6. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Related Experience Chart and Project Organization Chart are required** – (The sample charts, *Project Organization Chart* and *Related Experience Charts* are available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.)
8. **Bind SOQ on 11" Left Side**
9. **Tab the SOQ Sections for easy reference of Selection Team members** – (Sections are the Introductory Letter, each of the evaluation criteria, and Appendix B. If you limit information on tabs to Section Identification, Project Number, Project Location/Description, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
10. **Front and Back Cover Pages are allowed** – (Information on the front cover page is not restricted. Cover pages will not count towards the page maximum.)
11. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Standard Statement of Qualifications. **A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (#1 through #11) format requirements for a maximum 11-point penalty per SOQ.**

12. **Ten-Page Maximum** – (The Statement of Qualifications has a maximum page limit of ten pages.)

A page is defined as a single-sided 8.5" x 11" or 11" x 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. **There is a limit of up to three 11" x 17" sheets.**

The Introductory Letter, Tab Pages, Appendix B, and Cover Pages will not count towards the page maximum.

Any SOQ that exceeds the ten-page maximum will receive a three-point penalty per page over the limit.

UDOT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

If the Selection Team determines interviews are necessary, the members will develop the format of the interviews in the Selection Team Meeting by completing the *Interview Format Worksheet*.

SELECTION INTERVIEWS

If the Department Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

Appendix B

Proposed Key Personnel to Be Used On UDOT Project

Name	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

Appendix C

A. SCOPE OF WORK

The selected Consultant of the RFQ will complete the design and deliver a quality advertising package or packages for Project No. S-0252(6)0 SR-252; 1000 West Logan, Cache County.

SR-252 has several deficiencies, including drainage, substandard signalized intersections, substandard pavement sections, substandard pedestrian access ramps, and cross slopes of the roadway. Also, the segment is west of Logan and has both businesses and residents located on both sides of the corridor. Residents are located mainly on the south end of the corridor and businesses are mainly located on the north end.

The scope of work for the project is to design a facility that meets or exceeds the standards for State highways. Access control will be a Category four or lower as per Administrative Rule 930-6. The selected Consultant will be responsible for performing all design engineering of the roadway by following the guidelines of the current Utah Department of Transportation QA/QC process, Design Process and deliver a quality advertising package in a timely manner. This includes, but not limited to, the following:

- Roadway Design
- Value Engineering
- Corridor Agreement (Access Management)
- Signal Design and Upgrades
- Drainage (storm drainage, curb and gutter)
- Environmental Clearances
- Utility Clearances
- Possible Utility Relocation
- Signing, Striping, and Lighting
- R/W plans
- All other tasks required to deliver a quality advertising package

The design consultant may deliver more than one design package in order to phase construction activities. The design must also meet the specifications found in the current AASHTO Policy of Geometric Design of Highways and Streets. The plans will be prepared in Microstation. The advertising package will be supplied in electronic format compatible with the UDOT's Electronic Plan Room.

The Consultant shall submit monthly progress reports including current tasks being

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

worked on, the number of hours worked on each task, percent of task completed, QA/QC summary and the estimated number of hours to complete each activity. These progress reports must be turned in monthly.

The following tasks are detailed in the UDOT Design Process Manual. Refer to this manual for additional information, task requirements and procedures. **It is the Consultant's responsibility to review the UDOT Design Process Manual and other related documents and should understand all that is required for each activity.**

The manual is located on the UDOT website at:

<http://www.dot.utah.gov/index.php/m=c/tid=721> .

The consultant will perform the following Design Process activities:

02D DEVELOP MAPPING AND TOPOGRAPHY

- Survey work is being done by Cache Landmark Engineering for this project. The consultant design engineer must accept the survey in writing on or before task 13D is completed. Any additional survey will be the responsibility of the consultant designer at no cost to UDOT.

03D CONDUCT NEPA SCOPING

- A State Environmental document that meets the federal requirements of a Categorical Exclusion level II or III is anticipated for the project.

04D DEFINE PROJECT TEAM AND HOLD PROJECT KICKOFF MEETING

08D VALUE ENGINEERING ANALYSIS

- Incorporate and provide support for Value Engineering (VE) studies on at least three intersections.
 - The intersections on both the South and North end of SR-252 and at the intersection of 1000 West and 2500 North.

10D CONDUCT SCOPING MEETING AND DEVELOP MINUTES

- Scoping includes using TMP(Total Management Planning) analysis to determine construction phasing

13D DEVELOP INITIAL ALIGNMENT AND STAKE CONTROL LINE

16D OBTAIN PRELIMINARY UTILITY AND RAILROAD INFORMATION

- Subsurface Utility Engineering (SUE) is required

19D DEVELOP RIGHT-OF-WAY PLANS

25D PREPARE DRAFT ENVIRONMENTAL DOCUMENT

28D DEVELOP PAVEMENT DESIGN

31D PREPARE AND REQUEST DESIGN EXCEPTIONS

34D DEVELOP INITIAL ROADWAY PLANS

37D DEVELOP INITIAL HYDRAULIC PLANS

38D DESIGN PUBLIC INVOLVEMENT PLAN

- Coordination with Cache County, CMPO, Logan City, area residents, and local businesses is needed and all concerns and comments will be documented and submitted to UDOT for review
- Finalize and execute corridor agreement with Cache County, Logan City, and UDOT

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

- The TMP analysis done during task 10D will be used to help develop the Public Involvement Plan

- 39D MEDIA RELATIONS**
- 40D DEVELOP INITIAL LANDSCAPE PLANS**
- 43D DEVELOP INITIAL SIGNAL AND LIGHTING PLANS**
- 46D ESTABLISH PRELIMINARY UTILITY AND RAILROAD PLANS**
- 49D DEVELOP STRUCTURES SITUATION AND LAYOUT SHEET**
- 52D DEVELOP UTILITY AND RAILROAD PLANS**
- 55D REVIEW ROADWAY PLANS/FIELD REVIEW**
- 56D REVIEW AND OBTAIN APPROVAL OF SITUATION AND LAYOUT SHEET**
- 58D REVIEW MAJOR STRUCTURE HYDRAULIC PLANS**
- 61D PREPARE AND SUBMIT 404, DISCHARGE, AND STREAM ALTERATION PERMITS**
 - Coordinate all agency submittals with Region Environmental Staff
- 67D PREPARE FINAL ENVIRONMENTAL DOCUMENT**
- 70D REVIEW LANDSCAPE PLANS**
- 73D REVIEW SIGNAL AND LIGHTING PLANS**
- 76D CONDUCT UTILITY AND RAILROAD FIELD REVIEW**
- 82D OBTAIN FINAL 404 AND/OR STREAM ALTERATION AND/OR UPDES PERMIT**
 - Coordinate all agency submittals with Region Environmental Staff
- 85D CONDUCT INITIAL STRUCTURE SOIL INVESTIGATION**
- 86D CONDUCT FINAL STRUCTURE SOIL INVESTIGATION**
- 87D CONDUCT INITIAL STRUCTURE SOIL TESTING**
- 88D FINALIZE PROJECT DESIGN CRITERIA REPORT**
- 91D FINALIZE LANDSCAPE MITIGATION PLAN**
- 94D CONDUCT PROJECT DESIGN CRITERIA REVIEW**
- 97D CONDUCT FINAL STRUCTURAL SOIL TESTING**
- 98D DEVELOP STRUCTURAL GEOTECHNICAL DESIGN**
- 99D REVIEW AND OBTAIN APPROVAL OF GEOTECHNICAL REPORT**
- 01P DEVELOP FINAL STRUCTURE PLANS (BRIDGE REHABILITATION)**
- 05P DEVELOP FINAL STRUCTURE PLANS (MAJOR STRUCTURE)**
- 10P DEVELOP FINAL STRUCTURE PLANS (MINOR STRUCTURES)**
- 15P FINALIZE HYDRAULIC PLANS**
- 20P FINALIZE ROADWAY PLANS**
- 25P FINALIZE LANDSCAPE PLANS**
- 30P FINALIZE SIGNAL AND LIGHTING PLANS**
- 33P REVIEW FINAL STRUCTURE PLANS**
- 35P PREPARE UTILITY AND RAILROAD AGREEMENTS**
- 37P PREPARE LIGHTING/SIGNAL AGREEMENTS**
- 38P PS&E PUBLIC INVOLVEMENT**
- 39P MEDIA RELATIONS**
- 60P ACQUIRE PROJECT RIGHT OF WAY CLEARANCE**
 - Consultant will coordinate with UDOT Central Right of Way division to acquire all needed right of way for the project prior to TASK 75P

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. S-0252(6)0; SR-252; 1000 West Logan, Cache County

70P ASSEMBLE PS&E PACKAGE

75P PREPARE FOR AND HOLD PS&E REVIEW

80P MAKE PS&E REVISIONS/ADDITIONS

85P PREPARE ADVERTISING PLAN SET

001 CONSULTANT/CONTRACTOR COORDINATION

- Consultant designer will be available to the selected Contractor, on the project site for a minimum of two weeks during the initial construction surveying and staking of the project.
- The Consultant design staff will be available to the selected Contractor to resolve any question or conflicts between the plans and the project site for the duration of the construction contract

B. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under “Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance” or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. Department Furnished Items

- UDOT Standards, Policies, and Reference Materials (available online at the UDOT Web site udot.utah.gov under “Doing Business > Standards, Policies, and Reference Materials” or udot.utah.gov/index.php?m=c&tid=77)
- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Manuals” or udot.utah.gov/index.php?m=c&tid=615)